

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Director, NPIC		1/10		
2					
3				STAT	
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <i>I have noted on my calendar</i> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div> <div style="text-align: right;">STAT</div> <div style="text-align: right;">STAT</div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Director, 7D59, <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div>				10 JAN	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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6 January 1964

MEMORANDUM FOR: Members of the Senior Staff

SUBJECT : Senior Staff Meetings

1. Senior staff meetings for 1964 will be held in the USIB Conference Room on the following Mondays at 11:00 a.m. :

6 January 1964
20 January 1964
3 February 1964
17 February 1964
2 March 1964
16 March 1964
30 March 1964
13 April 1964
27 April 1964
11 May 1964
25 May 1964
8 June 1964
22 June 1964

6 July 1964
20 July 1964
3 August 1964
17 August 1964
31 August 1964
14 September 1964
28 September 1964
12 October 1964
26 October 1964
9 November 1964
23 November 1964
7 December 1964
21 December 1964

2. visiting Washington are welcome and should be introduced by their Division Chiefs. I would like to remind each regular attendee again that if he cannot be present he should make certain that he is represented at the meeting by his next in line of command.

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Lyman B. Kirkpatrick
Executive Director

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